

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 5.05.00
SUBJECT: HARASSMENT
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2001, 2003, 2005, 2007

1. PURPOSE. The department regards job related harassment as a serious offense and seeks to eliminate and prevent harassment as well as to alleviate any effects such harassment may have on the working condition of a member. All such harassment is forbidden.
2. The department will maintain a healthy work environment in which all individuals are treated with respect and dignity and will provide procedures for reporting, investigating, and resolving complaints of harassment and discrimination.
3. DEFINITION. Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory towards either gender or towards racial, ethnic, religious or other protected groups, or basing personnel decisions on a member's response to such harassment. Federal law provides for the protection of classes of persons based on race, color, sex, religion, age, disability, sexual orientation and national origin.
4. FREEDOM FROM HARASSMENT. Every member has a fundamental right to be free of such harassment. In response to formal reports of harassment, the department will seek to protect all parties involved from retaliation, false accusations, or future harassment, and where indicated, will take prompt and adequate remedial measures.
5. REPORTING HARASSMENT. Any member who feels harassed or is aware of harassment of another member is urged to report this to an immediate supervisor or the Chief of Police. The report may be informal or formal. A formal report shall include a written statement or a grievance under a labor agreement. In accordance with City Administrative Policy and Procedure, reports of harassment may also be filed with the human resources director or other department supervisor with whom the member reporting the harassment feels comfortable.
6. RESPONSE TO REPORTS OF HARASSMENT. Written reports concerning harassment will be forwarded to the Chief of Police unless there is an allegation against that person, and if so, then written reports will be forwarded to the mayor or the human resources director. This procedure will apply to written statements received from reporting members or written records made by supervisory members, including department heads. Whenever supervisory members become aware

of allegations of harassment, they will make a written record of the allegations and will forward the record to the human resources director in accordance with this policy.

7. INVESTIGATION. The human resources department shall have the primary responsibility to investigate all complaints of harassment. Members of the police department shall cooperate in these investigations.

8. CONFIDENTIALITY. Should an issue of harassment be raised, all related matters will be kept confidential to the greatest extent possible throughout the investigation, counseling and disciplinary stages. Any supervisor receiving notice of harassment shall notify the Chief of Police who will cause an investigation and insure that the charge is resolved appropriately.

Chief of Police Date